



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Treasury Program Manager II
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$5664- \$6832

Under the general direction of the Section Manager of the Conduit and Financing & Investor Relations Section (CFIRS), the position is responsible for managing the complex legal and financial documents for the Conduit Bonds and Revenue Bonds programs. This involves supervising the bond financing staff and representing the CFIRS Section Manager in his/her absence.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Supervise staff responsible for administering the Conduit Bond and Revenue Bond programs.
- Manage the Conduit and Revenue Bond programs by completing complex legal and financial documents for each sale; coordinating the timing of conduit and revenue bond sales; making policy recommendations for the Conduit and Revenue Bond programs to top management; negotiating and consulting with State agencies, private organizations and members of the financial community on program areas of responsibility. Recommending and providing technical expertise on the most complex and sensitive program areas; and working with other sections and divisions in the State Treasurer's Office or Financing Authorities to accomplish program goals.
- Develop and manage new bond financing programs for the Financing Authorities and State departments by identifying policy and program issues; making technical and policy recommendations to top management of the STO or conduit financing authorities; managing highly complex financial structures and tax issues; responding to legislative proposals that impact program areas; responding to complex and sensitive inquiries from the public, bondholders, the legislature, State agencies and members of the financial community; and representing the CFIRS programs at monthly public meetings conducted by conduit authorities.
- Manage the day to day activities of staff performing the agent for sale responsibilities associated with the sale of certain conduit and revenue bonds and Office of Statewide Health Planning and Development (OSHDP) bonds. This includes identifying and resolving program issues, reviewing underwriting fees and expenses and making recommendations to management, scheduling bond sales, and attend financial meetings that impact program areas. Manage the day-to-day activities of the State Revolving Fund (SRF) loan program for the California Infrastructure and Economic Development Bank (CIEDB) and the Industrial Development Bond monthly sales. Acts in the absence of the Section Manager.

DESIRABLE QUALIFICATIONS:

- Strong financial skills in accounting and auditing.
- Demonstrated ability to write and verbally communicate well.
- Ability to make presentations to management and others.
- Ability to accept multiple assignments and meet critical deadlines.
- Ability to quickly acquire technical knowledge.
- Computer skills, (Microsoft Word, Excel, Access or similar IBM compatible applications.)

CONDITIONS OF EMPLOYMENT:

Fingerprinting and background check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as a Treasury Program Manager II may apply.

This position is subject to the SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and the Authorities and Commissions are encouraged to apply if interested in the position. ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY (i.e., list eligibility and score, SROA, surplus employee, reinstatement, etc.). Also, list the number "820-540-4225-004" next to the classification on your application/resume, i.e., (TPM II 820-540-4225-004). If you do NOT indicate the source of your eligibility, you may not be considered for an interview.

FINAL FILING DATE:

Until filled.

SUBMIT APPLICATIONS TO:

Judy Hansen
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

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PFD/540/kd
03/14/07